

مجلس أبــوظبي للـجـودة والــمـطـابـــقــة ABU DHABI QUALITY & CONFORMITY COUNCIL

# ABU DHABI OCCUPATIONAL TERMS

**Technical Supervisor – Level 4** 



22 NOVEMBER 2018 FIRST EDITION



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## **Amendment Page**

This Amendment Page is updated and issued with each set of revised and/or new pages of the document to help ensure that each copy of this Abu Dhabi Occupation Term (ADOT) contains a complete record of amendments.

This Occupational Term is a live document which can be amended when necessary. QCC can review stakeholder comments in order to review and amend this document; ultimately resulting in an issuance of an updated version, if necessary.

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## About the Abu Dhabi Quality & Conformity Council

The Abu Dhabi Quality and Conformity Council (QCC) were established by law No. 3 of 2009, issued by His Highness Sheikh Khalifa Bin Zayed Al Nahyan, President of the UAE. QCC is responsible for the development of Abu Dhabi Emirate's Quality Infrastructure, which enables industry and regulators to ensure that products, systems and personnel can be tested and certified to UAE and International Standards.

Products and services certified by QCC receive the Abu Dhabi Trustmark. The Trustmark is designed to communicate that a product or system conforms to various safety and performance standards that are set by Abu Dhabi regulators.

## **Foreword**

The QCC, along with relative stakeholders, had developed occupational terms for 21 unique occupations in the construction sector. This was required because of a high dependence on migrant labor to fill key technical roles in the skilled trades and concerns about the productivity of the industry where skills investment is inconsistent.

The occupational terms are professional standards that personnel must meet in order to perform the jobs they are assigned to produce quality outcomes. The Government of Abu Dhabi, under the leadership of His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the UAE and Ruler of Abu Dhabi, and His Highness Sheikh Mohamed bin Zayed Al Nahyan, Crown Prince of Abu Dhabi, Deputy Supreme Commander of the UAE Armed Forces and Chairman of the Abu Dhabi Executive Council, has invested heavily, and at high levels of professionalism and safety, in the Infrastructure of Abu Dhabi. Therefore, it is crucial and obligatory to encourage the presence of skilled workmanship to maintain the quality infrastructure value in the Emirate of Abu Dhabi in particular and the United Arab Emirates in general.

## **Acknowledgments**

The QCC would like to thank the members of the working group listed below:

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### **Introduction**

- > Qualification Pack Technical Supervisor
- > Brief description of Job -A Technical Supervisor is an important job role in

Construction and building management works that cater as a mentor for the MEP technicians and workers and a resource person to implement the work strategy under MEP Engineers and managers.

➢ Personal attributes − A Technical Supervisor should be a good team player who has thorough knowledge in installation and maintenance of HVACR equipment and

fittings, Plumbing equipment and fittings

Duties and responsibilities	To lead a team of level 3 and level 2 MEP technicians to install and maintain the HVAC and plumbing equipment and systems and supervise installation activities on construction, renovation and maintenance sites, read and implement the approved shop drawings, and required maintenance works under Engineers and Managers.		
Min. qualification	Technical diploma of refrigeration & air-conditioning/Mechanical after High School Diploma/ An industrial training institute certification (ITI) or with3 years of work experience as level 3 HVAC Technician or Pluming Technician. (ASHRAE certification an added benefit)		
<b>Training</b> (Suggested but not mandatory)	On the job training for 6 months.		
Work Experience	In line with min qualification he should have a total of 5 years of MEP (HVAC or Plumbing) work experience among 3 years should be as level 3 MEP Technician.		
Performance criteria	As described in relevant chapters		



## **Occupational Terms**

No.	Field	Details		
1.	Occupation (Standard Unit)	Technical Supervisor – Level 4		
2.	Description	This occupational terms specifies the outcome required to perform as a Technical Supervisor for install, maintain and dismantle all equipment/accessories related HVAC and plumbing works		
3.	Unit type	□Knowledge and Skills OR ■Application		
		No. Element		
		E1 Manage services and their quality at sites		
		E2 Manage resources		
4.	Elements	E3 Documentation for maintenance activities		
		E4 Identify and resolve any issues related to installation, operation and maintenance of HVAC/plumbing systems		
		E5 Implement and monitor procedure for maintain a healthy, safe and secure working environment		
5.	QF Emirates	tes $\Box 1  \Box 2  \Box 3  \blacksquare 4  \Box 5$		
5.	level	$\Box 6  \Box 7  \Box 8  \Box 9  \Box 10$		
	□Policy and strategy QF 9-10			
		□Managing QF 7-8		
6.	Function	□Specifying QF 6-7		
<b>G.</b> Function		□Controlling QF 6		
		■Maintaining capability QF 4-6		
		Performing/carry out QF 1-4		
7.	Entry information and prerequisites Technical diploma of refrigeration & air-conditioning/Mechanical after high School Diploma/Industrial Institute certification, Training Diploma Trade as Assistant- HVAC/Mechanical, Refrigeration and Air Conditioning, Sheet Metal Works, Construction and Manufacturing- Mechanical. (ASHRAE certification an added benefit)			



No.	Field	Details		
8.	Grading	Application unit:Competent/Not Yet Competent		
9.	Industry sector	Construction& Maintenance		
10.	Developed by	Know How	Government Entities	Abu Dhabi Quality & Conformity Council
11.	Endorsement date	TBD		
12.	Frequency of review	2 Years		
13.	Version No.	0		
14.	ISCO-08	7124 Insulation Workers, 7126 Plumber and pipe fitters, 7127 Air Conditioning & Refrigeration Mechanics, 7213 Sheet Metal Workers,		



## Key terms

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Duct	A tube or conduit utilized for conveying air. The air passages of self-contained
	systems are not to be construed as air ducts
Duct	Fire Dampers, Motorized Fire Dampers, Motorized Smoke Dampers, Motorized
Accessories	Combined Fire & Smoke Dampers, Volume Control Dampers, & Air terminals
	installed in duct system to serve designed purpose
Duct Fittings	A piece of duct in a standard form or shape to connect two pieces of ducts
Plumbing	A receptacle or device that is connected to a water system or discharges to a
Fixture	drainage system or both. Such receptacle or devices require a supply of water; or
	require a supply of water and discharge waste to a drainage system. Plumbing
	Fixture for this standard refers to wash basin, kitchen sink, bathtubs,
	showerheads, urinals, & water closet
Plumbing	Refers to potable water system, potable water distribution pipes, plumbing
System	fixtures, sanitary waste water system, sanitary wastewater pipes and fitting, water
	heaters, & pumps
Piping	Common devices installed in potable water system other than pipes and fittings
Specialties	that serve a specific purpose such as water hammer arrestor, backflow preventers,
(Potable)	and pressure reducing valves.
Piping	Common devices installed in potable water system other than pipes and fittings
Specialties	that serve a specific purpose such as water hammer arrestor, backflow preventers,
(Sanitary	and pressure reducing valves.
Wastewater)	
Pressure Test	A test following the installation of new equipment/piping system or modification
	of existing equipment/piping system where the equipment/piping system is place
	under pressure to ensure that it will not leak.
Refrigerant	A substance or mixture, usually a fluid used for cooling & heating application.
SOP	Standard operating Procedure
GMP	Good Manufacturing Practices



## **Performance Criteria**

#### **Element1:** Manage services and their quality at sites

Scope	Estimate and procure required resources for operations and maintenance		
	Achieve productivity and quality standards		
<b>Performance Crit</b>	Performance Criteria (PC) w.r.t. the Scope		
Element	Performance Criteria		
Estimating and	To be competent, the user/individual must be able to:		
procuring	PC1. plan & identify resource requirements accurately to complete maintenance		
required	works and take inputs from team leaders on their requirements		
resources for	PC2. assist engineers to give inputs for preparing work method statements		
operations and maintenance	PC3. Should be able to estimate the quantity of the resources identified to complete		
maintenance	each maintenance activity		
	PC4. should assist in procuring the resources as per company's SOP		
Achieving	PC5. conduct monitoring of resources and services at regular intervals and in		
productivity and	accordance with company's SOP		
quality standards	PC6. ensure activity schedules has clear and accurate mention of resource		
	requirements and ensure activity schedules meet objectives set out in the contract		
	PC7. ensure that quality of MEP works meet required maintenance standards and		
	organizational standards		
	PC8. promptly report any problems to concern engineers that are likely to affect the		
	service delivery		
	PC9. identify opportunities for improvements to services and promptly implement it		
	or pass these to upstream officials for approval		

#### **<u>Element2</u>**: Manage resources

Scope	Arrange adequate resources
	Allocate work to workers
	Direct, prepare and monitor workers
Performance Crit	teria (PC) w.r.t. the Scope
Element	Performance Criteria
Arranging	To be competent, the user/individual must be able to:
adequate	PC1. list the required resources for service provision and raise the demand invoice to
resources	Procurement executive and / or storekeeper as per company's SOP
	PC2. collect / receive all the resources as per company's SOP
	PC3. store them safely and appropriately as per company's SOP
	PC4. ensure availability of adequate resources and appropriate tools at site all the
	time to provide uninterrupted quality of work and distribute the materials to team
	leaders as per the work schedule and should have the knowledge of tracking
	inventory at all stages of maintenance works



Allocating work	PC5. distribute the work among groups in such a way that it gets completed on time
to workers	PC6. ensure all the group members have clear understanding of their duties and job
	responsibilities
	PC7. Should have the knowledge of conducting tool box meetings
Directing,	PC8. welcome all subordinates to the workplace with open mind and encourage them
preparing and	with motivation
monitoring	PC9. prepare and train subordinates for new job responsibilities and provide them
workers	help when required
	PC10. help the new and existing workers in acclimatizing to new work area and
	maintenance activities
	PC11. explain the work requirements to workers and clear their technical doubts
	without hesitation
	PC12. Explain the effective ways to workers for completing their respective work
	PC13. Monitor workers performing their duties and point out if any discrepancy is
	observed and train workers on how to operate and use equipment needed to complete
	their work
	PC14. train subordinates on using the newly supplied tools and machines with
	adequate safety

## **Element3:** Documentation for maintenance activities

Scope	Reporting
	Recording and Documentation
	Information Security
Performance Crit	teria (PC) w.r.t. the Scope
Element	Performance Criteria
Reporting	To be competent, the user/individual on the job must be able to:
	PC1. collect report data/problems/incidents from subordinates and could interpret it.
	PC2. able to report the collected data to the appropriate authority as per company's
	SOP
	PC3. instruct to follow reporting procedures in the team as prescribed by the company
	PC4. update engineers about completed and outstanding work orders
	PC5. carries out site inspection on a random basis to monitor the benchmark of work
	and schedule.
Recording and	PC6. Instruct about the documentation to be completed relating to one's role
Documentation	PC7. Collect the recorded details accurately in the appropriate format
	PC8. Collect and consolidate the prepared & completed job documentation from
	subordinates
	PC8. Instruct to maintain time, materials and equipment use reports
	PC10. maintain records of all data attendance and provide effective training to
	immediate subordinates
	PC11. Complete and monitor the completion of all documentation within stipulated
	time according to company procedure



	PC12. ensure the quality standards are met while preparing the documents and will
	serve the document preparation cause
	PC13. make sure documents are available to all appropriate authorities
Information	PC14. respond to requests for information in an appropriate manner while following
Security	organizational procedures
	PC15. inform the appropriate authority of requests for information received

## **<u>Element4</u>**: Identify and resolve any issues related to installation, operation and maintenance of HVAC/plumbing systems

Scope	Inspection	
	Analysis	
Performance Crit	Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria	
Inspection	To be competent, the user/individual on the job must be able to:	
	PC1. inspect maintenance works to ensure compliance with standard procedures like	
	ASHRAE, SMACNA, Universal Plumbing code	
	PC2. implement emergency action plans	
	PC3. identify non-conformities to the company maintenance SOP	
	PC4. should have basic knowledge of QA/QC procedures for inspection	
Analysis	PC5. analyze potential causes of non-conformities to standards and its remedies	
	PC6. evaluate the need for action to ensure that technical failure related to HVAC and	
	plumbing do not recur	
	PC7. suggest, collect, consolidate and implement corrective action to address	
	maintenance problems	
	PC8. periodically review effectiveness of corrective actions and suggest	
	modifications if require to appropriate authorities	
	PC9. interpret the results of the inspection correctly	

## **Element5:** Implement and monitor procedure for maintain a healthy, safe and secure working environment

Scope	Preparation of Safety procedures and its implementation
	Managing emergency procedures
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation of Safety procedures and its implementation	To be competent, the user/individual on the job must be able to: PC1. Should assist HSE personals for preparing job hazard analysis. PC2. Should have thorough knowledge of hazards related to each installation and maintenance activity and its remedy PC3. basic knowledge of safety standards PC4. Could monitor proper use of PPE's by workers PC5. take appropriate action for identified breaches in health, safety, and security



	policies
	PC6. responsible for monitor and take disciplinary action at the work area
	PC7. adhere and comply to storage and handling guidelines for hazardous material
	PC8. identify and recommend opportunities for improving health, safety, and
	security to the designated person
	PC9. implement and monitor electrical safety all times while doing maintenance.
	PC10. Monitoring and take appropriate actions to violators of procedures like
	electrical LOTO, installing warning signs etc in the work site
	PC11. knowledge of chemical substances, their characteristics and required
	precaution and safety measures
	PC12. the importance of maintaining high standards of health, safety and security
	PC13. implications that any non-compliance with health, safety and security may
	have on individuals, in the maintenance process and in the organization
Managing	PC14. Convey emergency procedures to the subordinates
emergency	PC15. follow the company's emergency procedures promptly, calmly, and efficiently
procedures	PC16. should have knowledge of evacuation procedures for workers and visitors
	PC17. should know how to summon medical assistance and the emergency services,
	where necessary
	PC18. should know how to use the health, safety and accident reporting procedures
	and the importance of these procedures

## **Technical Knowledge**

Relevant work	The user/individual on the job needs to know and exhibit:
Context	TK1. About Coordinating work with other contractors and subcontractors during
	maintenance period
	TK2. About potential causes of deterioration of quality before, during and after
	maintenance
	TK3. how to plan, schedule and estimate the resources required to complete the job
	TK4. how to monitor and conduct a review of service provision
	TK5. how to regularly check the quality of work and services against the agreed
	quality standards
	TK6. what corrective actions to be implemented if the work provision is not in
	accordance with the required quality standards and outside operating parameters
	TK7. typical equipment faults and related causes
	TK8. methods, materials and equipment used in installing, repairing and maintaining
	heating, refrigeration and air conditioning equipment
	TK9. environmental issues and controls relevant to the process, including
	waste/rework collection and handling procedures related to the process
	TK10. how to perform statistical analysis of test data
	TK11. Capability of understanding the technical drawing and catalogues.



## Knowledge and Understanding

General & organizational Context	The user/individual on the job needs to know and understand:
	KA1. legislation, standards, policies, and procedures followed in the company
	relevant to own employment and performance criteria
	KA2. what are the scope of works provided by the company to clients and its quality
	standards
	KA3. organization culture and typical customer profile, service level agreements and
	policies, code of conduct, organization pricing policy
	KA4. sources for information pertaining to employment terms, entitlements, job role
	and responsibilities
	KA5. reporting structure, inter-dependent functions, lines and procedures in the work
	area
	KA6. material and equipment used in the maintenance works and their function
	KA7. impact of various practices on cost, quality, productivity, delivery and safety
	KA8. use of monitoring and measuring devices
	KA9. measures, steps and possible solutions that have been taken/identified to
	address the previous problems
	KA10. escalation matrix for reporting identified issues, hazards and breakdown
	KA11. potential hazards, actions to minimize the same and basic disaster
	management
	KA12. characteristics of the material and equipment required in setting up HVAC &
	plumbing and its maintenance
	KA13 company manual and SOP

#### Soft Skills

A. Core Skills/	Reading Skills
Generic Skills	The user/individual on the job needs to know and understand how to:
	SA1. read and understand manuals, SOPs, health and safety instructions, memos,
	Reports, job cards etc.
	SA2. read and interpret images, graphs, diagrams for typical product specifications,
	job sheets, procedures, basic machine control panels, material labels and
	safety information as provided
	SA3. read various coding systems as per company norms
	SA4. read and interpret instructions, procedures, information and signs in the
	workplace
	Writing skills
	SA5. complete appropriate documentation



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	SA6. fill in the data capturing formats as per company's SOPs
	SA7. Document accurately all the job activities as per company's SOP
	SA8. Keep records as per company's formats in a way that someone else can
	understand
	SA9. do legible entries with permanent ink
	SA10. write detailed reports for investigation
	SA11. pay attention to detail while recording maintenance parameters
	SA12. record and communicate details of work done to appropriate people using
	written/typed report
	Oral Communication (Listening and Speaking skills)
	SA13. communicate with upstream and downstream teams
	SA14. communicate with people in a proper form and manner and use language that
	is open and respectful
	SA15. resolve any difficulties in relationships with colleagues, or get help from an
	appropriate person, in a way that preserves goodwill and trust
	SA16. communicate effectively with clients and respond to their queries
	SA17. provide accurate and up-to-date information in a way that is suitable for the
	people receiving it
	SA18. communicate confidential and sensitive information discretely to authorized
	person as per the SOP
<b>B.</b> Professional	Plan & Organize
Skills	SB1. plan and organize resources to ensure assembly, installation and maintenance
	activities adhere to schedule and production efficiency needs
	SB2. multi-task and adapt to meet work timelines
	SB3. effectively delegate and lead to plan, lay out, supervise and inspect the work of
	Subordinates
	SB4. study past data to identify resource needs for maintenance activities
	SB5. effectively plan and allocate ownership for documentation/information within
	the team
	SB6. take responsibility for completing one's own work assignment
	SB7. plan and prioritize reporting/documentation based on criticality and urgency
	Decision Making
	SB8. evaluate multiple options on defined, objective parameters when taking
	assembly, installation and maintenance decisions
	SB9. collaborate within the team and with other production teams for identifying
	appropriate maintenance schedules
	SB10. apply technical know-how and commercial awareness as a scheduling decision
	parameter and cost control
	SB11. act objectively, rather than impulsively or emotionally when faced with
	difficult/stressful or emotional situations
	Critical Thinking
	SB12. apply balanced judgment to different situations
	SB13. apply basic mathematical and statistical knowledge
	SB14. provide sound, constructive, and objective opinions



Analytical Thinking
SB15. analyze operations data and information to identify assembly, installation and
maintenance needs
SB16. pay attention to detail for identifying faults and anomalies for maintenance
SB17. spot process disruptions and delays and report and communicate these to the
manager with solutions
SB18. to estimate the time taken to complete a work
SB19. assess the resource requirement to complete the work
SB20. suggest improvements (if any) in current ways of working
Problem solving
SB21. solve conflicts and negotiate on behalf of the team and within the team
SB22. identify and objectively evaluate both temporary/short-term and
permanent/long-term solutions
SB23.how to avoid conflicts and solve them amicably
SB24. identify, define and resolve installation, operation and maintenance problems
using a structured methodology and objective parameters

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ASHRAE Handbook - HVAC Systems and Equipment 2016

Uniform plumbing code of Abu Dhabi Emirate